



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified Australia Clinical Trials Project Management (CCT™) program to strengthen my expertise in managing clinical trial operations, ensuring full compliance with the two Therapeutic Goods Administration (TGA) schemes (CTN/CTX pathways), ethics review governance and ICH-GCP (E6 R2/R3) standards. I would like to seek your approval to attend this program, which will enhance my ability to oversee end-to-end clinical trials, improve operational efficiency, and uphold the ethical and regulatory requirements essential to our organisation's research excellence.

Led by Melinda Borelli, a distinguished clinical trials expert, this certified program will equip me with the skills to manage the entire Australian clinical trial lifecycle, from feasibility and site initiation to monitoring, safety oversight, inspection readiness to study close-out. It will also strengthen my capabilities in risk management, data integrity, and cross-functional coordination to ensure effective clinical trial project implementation. Some of the key skills this program will bring include:

- TGA CTN/CTX Regulatory Compliance
- ICH-GCP (R2/R3) Standards Application
- HREC Submission & Ethical Approval Oversight
- Protocol Planning & Quality-by-Design (QbD)
- Site Feasibility, Initiation & Performance Management
- Risk-Based Quality Management (RBQM)
- ALCOA+ Data Integrity
- Trial Master File (TMF) & Documentation Control
- Inspection Readiness for Audits

I believe these skills will be instrumental in strengthening our clinical research operations, improving compliance outcomes, and reducing the risk of costly regulatory findings. In addition, this program will allow me to earn the Certified Australia Clinical Trials Project Management (CCT™) designation, a globally recognized credential that validates professional excellence in trial leadership, ethical conduct, and regulatory alignment.

I look forward to gaining your approval to attend this program.

Sincerely,
Your Name